



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FACT SHEET

Basic Business License

NAICS 235990-1

Home Improvement Contractor

NAICS Description: A Home Improvement Contractor is an individual, partnership, or corporation that enters into an agreement for the performance of home improvement work for \$300 or more. This term includes the second or any subsequent agreements entered into between the same contractor and the same homeowner within any 12-month period, if the total contract price of all the agreements totals \$300 or more.

Transaction Type: Initial

Endorsement Class: General Service and Repair

Legal Authority:	District of Columbia Municipal Regulations, Title 16, Chapter 8		
License Duration:	Two (2) Years	Category License Fee:	\$167.00
License Available Online:	No	Application Fee (fixed):	\$35.00
Online Processing Fee:	N/A	Endorsement Fee:	\$10.00
Payment Method:	If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002.		
Prerequisites:	(See requirements below)		

Application Requirements: All applicants for a Basic Business License must comply with the following DC Code requirements:

- **Basic Business License Application**
To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.
- **Certificate of Occupancy / Compliance for Zoning Regulations**
Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-9472.
- **Clean Hands Certification**
You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.
- **Office of Tax & Revenue (OTR) Registration**
Before applying for your BBL, you'll also need to register your business with OTR. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online. For more information, please call the Tax Customer Center at (202) 727-4TAX.
- **Police Criminal History Report (Form PD 70)**
You must attach a certified copy of your Police Criminal History Report from the jurisdiction in which you reside to the Basic Business License Application. You may obtain this Report (PD-70) from the DC Metropolitan Police Department in person at 300 Indiana Avenue, NW (3rd Floor), or call the Police Criminal History Report Division at (202) 727-4357 for additional details.
- **Surety Bond**
You must post a Surety Bond in the amount of \$5,000 for the duration of this business activity's two year license period. The Bond may be issued by an authorized insurance carrier, or you may post a cash bond with the Department of Consumer and Regulatory Affairs.
- **Public Liability and Property Damage Insurance Certificate Required**
You must have an insurance certificate for public liability in the amount of \$100,000 and property damage in the amount of \$50,000 in force for the entire license period (two years) pursuant to DC Code and DC Municipal Regulations. You must submit the original certificate, or a notarized photocopy, with the application where it will be maintained by the DCRA Business License Center. The insurance must have a thirty-day cancellation clause.

Home Improvement Contractor (Cont.)

➤ Contract Samples

You must submit two preprinted sets of your Contract or Sales Agreement forms in triplicate with your application for approval. The forms must comply with existing regulations pursuant to DC Code and DC Municipal Regulations.

➤ Salesperson

You must submit at least one Home Improvement Salesperson application along with the application for a Home Improvement Contractor's license. Please refer to the fact sheet for Home Improvement Salesperson.

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

➤ Non-Resident of the District of Columbia (including Foreign Corporations)

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).

➤ Corporation, Limited Liability Company, or Partnership

If you're a Corporation, LLC, or Partnership seeking your BBL, your business must be in "[Good Standing](#)." This means that your business has filed its required bi-annual reports and paid all applicable fees. If your business is not in "good standing" when you apply for your BBL, your application may be denied and you might have to pay a fine of \$500.00.

➤ Corporate Registered Agents

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

➤ Trade Name Operative (Use of Fictitious Business Name)

If your business uses a [Trade Name](#), you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

➤ Expedited Home Occupation Permit Application (eHOP) Form

If you work out of your home, you will need to obtain a Home Occupation Permit. If you do not already have a Home Occupation Permit, you may qualify to apply for an Expedited Home Occupation Permit (eHOP). Contact the BBL InfoCenter at (202) 442-4311 for more details or visit our website at www.dkra.dc.gov.

Responsible Agency: The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration

Other District or Federal Agencies Involved for this Basic Business License:

Additional Business Activities (BBL Endorsements):

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes:

If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL packets on our website at www.dkra.dc.gov. Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.

Businesses included within this NAICS Industry Sector: N/A
